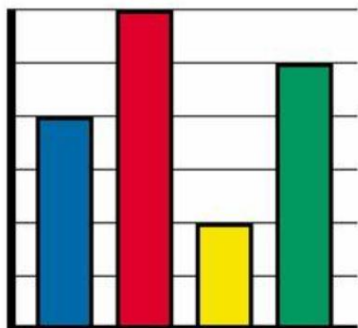


How do we monitor attendance at school and communicate this with parents and carers?



When your child attends school, their 'register mark' is recorded on the school system. When your child does not attend school, their absence is also recorded on the school system – this may be authorised or unauthorised depending on your child's circumstances.

The school register is a legal document and staff in school have a legal duty to check on attendance and to inform the relevant authorities of any attendance issues.

Our school system collates the attendance and absence data daily, weekly and termly. From this information, we are able to identify patterns of absence and low attendance at school. Alongside our 'Attendance Ladder', we then do follow the following:

Stage	Who will be contacted	How will you be contacted
1	On track: Any child with 96% or above	Text message to say thank you and well done – we know it isn't always easy!
2	At risk: Nearly there – any child with 95%	Text message to make you aware of a dip
3	At risk: Needs to improve – any child with 94%	Phone call or a letter home to make you aware of a further dip
4	Off track: any child with 93%	Phone call or a letter home to discuss barriers to attendance
5	Off track: any child with 91 - 92%	Invitation for a meeting and to set up an attendance plan for the monitoring off attendance. A house visit will happen if you do not attend.
6	Danger Zone: any child with 90% or below and no improvement in attendance	Children classed as 'persistent absentees' - referral into Hull LA and they will contact you with a formal warning.

If there are no improvements after all of the above, Kingston upon Hull LA will begin legal proceedings and start to issue fines – you may even be prosecuted in the future.